

**Alabama Department of
Conservation and Natural Resources**



Careers in
CONSERVATION





Dear Prospective Employee,

The Department of Conservation and Natural Resources is an exciting and rewarding place to work! We appreciate your interest in the Department and hope you will learn more about us through this booklet. As Commissioner of DCNR, I encourage the cooperation and consideration of all employees as we work together to serve the state's interests in our natural resources. I fully support and require efforts to provide equal access to employment and services within this Department.

It shall be the policy of this office that employment and promotion of employees, admission to, access to, and operation of programs and services of this Department be accomplished without discrimination based on race, color, religion, age gender, national origin, or disability.

Our policy also requires that anyone who contracts or does business with this Department must agree to comply with all laws regarding non-discrimination. The policy of this Department shall be absolutely no tolerance for discrimination in any form.

The employment positions within the Department are quite varied in content and responsibility. We hope you consider Conservation when making your career choice.

Sincerely,


M. Barnett Lawley
Commissioner





Careers in **CONSERVATION**

Alabama Department of Conservation
and Natural Resources
64 North Union Street
Montgomery, AL 36130

www.outdooralabama.com

Alabama Department of **CONSERVATION & NATURAL RESOURCES**

The Department of Conservation and Natural Resources, under the leadership of the Commissioner, enables the Governor to exercise control over the state's natural resources and state parks. The Commissioner advises the Governor and Legislature on management of freshwater fish, wildlife, marine resources, waterway safety, state lands, state parks, other natural resources and allocation of applicable federal funds.

The Department's scope of operations includes the administration, management and maintenance of state parks, public fishing lakes, freshwater fish hatcheries, wildlife management areas, waterfowl refuges, wildlife sanctuaries, a mariculture center, and thousands of acres of trust lands managed for the benefit of several state agencies, the General Fund and Alabama Trust Fund. Other functions include maintenance of a State Land Resources Information Center, and administration of the Forever Wild land acquisition program.

The Department's major goal is to promote the statewide stewardship and enjoyment of the natural resources of Alabama and to ensure that future generations will be able to enjoy these resources.

Career opportunities in the Conservation Department vary in job classification, according to division and program. Internships are possible in some areas, such as law enforcement, accounting, wildlife biology, fisheries biology, and as legislative liaisons.

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Application Process

Employment in Conservation:

The Department of Conservation and Natural Resources utilizes a number of merit system classifications throughout its Wildlife and Freshwater Fisheries, Marine Police, Marine Resources, State Lands, State Parks, and Administrative Divisions. To be considered for employment with the Department of Conservation and Natural Resources, you must be on the appropriate employment register.

Application Process:

To be placed on an employment register, submit an official application form and take a qualifying examination. Applications are available from the State Personnel Department or a local State Employment Service office. You may also download an application from the State Personnel website at www.personnel.state.al.us.

Examination:

When the examination you are interested in is opened for receipt of applications, an examination announcement will be posted at State Personnel Department, at local State Employment Service offices, and on the State Personnel website. The salary range for the classification will be specified on each announcement, as well as the location of the vacancy, the minimum qualifications, and the type of test to be administered. Applicants must meet the minimum qualifications to be scheduled for the examination. In some cases, you must pass a test to be placed on the employment register, and will be ranked based on your performance on the examination. All applicants will receive their test results by mail in approximately four weeks.

Placement:

Vacancies are filled with certifications of eligible candidates from the employment register. These certifications are issued by the State Personnel Department and contain the top 10 scores on the register. These certifications may include more than 10 names if there are tied scores involved. Applicants certified for some law enforcement classes are required to pass a physical examination.

Certified Law Enforcement applicants must attend a Minimum Standards and Training Police Academy and work on-the-job training with an experienced officer until approval is received from the supervisor to work alone. Any law enforcement recruit unable to achieve Alabama Peace Officer Minimum Standards and Training certification will be dismissed from state service. This includes passing a physical agility/ability test administered at the academy.

The names of candidates not selected stay on the register to be considered for future vacancies.



Division **ADMINISTRATIVE**

The Administrative Division consists of the Commissioner, Assistant Commissioner and support staff in various areas of service. These sections provide administrative support for all operational divisions. The support sections are Accounting, Engineering, Information and Education, Legal, and Personnel and Payroll. The Accounting Section is the central clearinghouse for all departmental financial data, and is responsible for general accounting, budgeting, auditing, mainframe programming and data processing, management information systems, administrative procurement, agency office supplies and central mail.

The Engineering Section provides professional planning and programming, engineering, architectural, landscape architectural, surveying and related administrative services to the various divisions of the Department.

The Legal Section provides advice and counsel directly to the Administration and provides legal services to the directors of the five operational divisions and other department staff. The Section drafts, reviews and monitors legislation affecting the Department, and drafts contracts, deeds, leases, patents, permits and handles any litigation matters.

The Information and Education Section provides a variety of creative services for the Department. Informational services include print media such as Outdoor Alabama magazine for paid subscribers, news releases, brochures for various Department programs and video productions. Educational services include comprehensive K-12 conservation education curricula and teacher training programs and the popular Becoming an Outdoors-Woman workshops.

The Personnel and Payroll Section maintains personnel records for all Conservation employees statewide, and is the liaison with the State Personnel Department for all personnel actions such as filling vacant positions, promotions, demotions, suspensions, dismissals merit performance reviews, annual increases, meritorious increases and affirmative action programs. The Section is responsible for preparation of the biweekly payrolls and maintenance of payroll records.



**Employment positions
in the Administrative
Division include:**

- Accountants
- Accounting clerks
- Accounting technicians
- Administrative support assistants
- Architects
- Audiovisual
- Specialists attorneys
- Auditors
- Engineers
- Information technology classes
- Landscape architects
- Land surveyors
- Information specialists
- Personnel assistants



Division **MARINE POLICE**

The Marine Police Division is responsible for public safety on the state's waterways and registration of pleasure vessels. The officers of the division have full police powers and are an integral part of the state's law enforcement community. Officers patrol their assigned area to prevent accidents, enforce boating laws, and assist the boating public. Routine duties include enforcement of boating laws investigation of boating accidents and drowning, drug interdiction work, search and rescue, preparation of court cases and testimony, and conducting boating safety education programs. The division maintains year-round patrol of the waterways, and expects and encourages officers to work cooperatively with other law enforcement agencies.

Support staff includes marine mechanics who maintain the division's patrol boats, and administrative support assistants and account clerks who process and maintain boater registration, boat operator certification, and educational materials.

Qualifications for becoming a Marine Police Officer include the following:

- Graduation from high school or GED
- One year of work experience involving contact with the public
- Age 21 or older
- Possession of a valid Alabama driver's license
- Possession of a valid vessel operator's license
- No conviction for law violation involving force, violence, or moral turpitude
- Meet swimming requirements
- Certified to be in good physical condition
- Qualify for certification by the Peace Officers Standards and Training Commission





Division **MARINE RESOURCES**

The Alabama Marine Resources Division manages Alabama's marine fisheries resources with assessment, monitoring, applied research, and enforcement programs. The Fisheries Section is responsible for collecting data and making recommendations to the Administration Section for fisheries management, designing and conducting projects that provide the data necessary to support decisions that must be made by the fisheries administrators. These programs include:

- **Collection and Analysis of Reef Fish Catch Data from the Alabama Charter Boat Fleet Southeast**
- **Fishery Assessment and Monitoring Program**
- **Alabama's Artificial Reef Program**
- **Oyster Assessment**
- **Claude Petet Mariculture Center**
- **Southeast Area Monitoring and Assessment Program (SEAMAP)**
- **Public Outreach/Marine Educational Programs**

Fisheries biologist positions require completion of a bachelor's degree in marine biology, and most require a master's in fisheries biology.

The Enforcement Section patrols Alabama's coastal waters and land masses, enforcing state and federal laws and regulations relating to the conservation and protection of marine resources. Officers also enforce laws and regulations relating to boating safety, hunting, freshwater fishing, conduct search and rescue missions, and participate in drug interdiction operations.

Officers are cross-trained and deputized as National Marine Fisheries Service and U.S. Customs and Wildlife agents. They cooperate with other local, state and federal agencies in coordination of joint enforcement operations, investigative and fisheries enforcement, training, public safety, and other natural resource issues.

Applicants for enforcement officer must be high school graduates, be in good physical condition, and qualify to be certified as law enforcement officers by the Alabama Peace officers Standards and Training Commission.

The Administrative Section provides supervision, clerical, purchasing and general administrative support for two operational sections, and coordinates with other state, federal and regional agencies on fisheries and environmental matters. Clerical classifications include administrative support assistants and data entry clerks.

Positions with the Marine Resources Division are only in Mobile and Baldwin Counties.





Division **STATE LANDS**

The State Lands Division performs in six major areas of responsibility:

- **Management of public trust lands and certain other State-owned lands to generate revenue to beneficiary agencies**
- **Administration of the Forever Wild Land Acquisition Program**
- **Housing the state's official Natural Heritage Program**
- **Maintaining records of all state-owned real property**
- **Administration of the State Lands Sales and Leasing Act**
- **Natural Resource Planners**

The mission of the State Lands Division is to protect, conserve and manage the State's land-related natural resources to provide for the maximum level of benefits to the State for present and future generations of Alabamians. These objectives are achieved by a work force of administrative and field personnel. Areas of involvement include inspecting tracts of land for trespass, illegal activities, timber management, lease compliance, boundary markings, biological surveys, identification and mapping of flora and fauna, and revenue generation.

LANDS DIVISION PERSONNEL POSITIONS INCLUDE:

- **Administrative support assistants**
- **Biologists**
- **Foresters**
- **Equipment operators**
- **Managers**





Division **STATE PARKS**

The State Parks Division's goals are to manage and operate the parks system in an economically sound and efficient manner on the most self-sustaining basis possible; to provide and maintain high quality facilities and services to meet the needs of visitors; to provide an opportunity for personal growth and development of individuals through outdoor experiences; to promote the use of state park facilities; to preserve unique natural features and the integrity of the state parks for future generations; and to promote good will and enhance the public image of the Alabama State parks through dedicated, courteous employees.

Alabama State Parks offer a wide variety of jobs and career opportunities at the 22 parks located throughout the state.

Employment positions and career opportunities with the State Parks Division include:

- **Resort lodge management**
- **Park management**
- **Food and beverage service**
- **Environmental work**
- **Park area maintenance**
- **Conservation enforcement**
- **Administrative assistant and clerical positions**
- **Park facility operation (campground, fishing lakes, golf courses)**
- **Golf course administration**
- **Maintenance engineering and management**
- **Naturalist and environmental education**
- **Park operations and maintenance**
- **Central administration and management**
- **Promotions**
- **Advertising and public relations**
- **Financial management**
- **Data systems management**
- **Natural resource management**





Division

WILDLIFE & FRESHWATER FISHERIES

Responsibilities of the Division of Wildlife and Freshwater Fisheries include protection, management and enhancement of the state's fish and wildlife resources. The Division meets these responsibilities through coordinated, scientifically sound enforcement, management, research, development and educational programs. Qualifications for staff members of all sections vary according to their specialized functions. The clerical staff performs various functions related to office management, procurement, accounting, personnel matters, and assisting the public with information requests.

The Enforcement Section is responsible for protection of Alabama's wildlife and fisheries resources. Conservation Enforcement Officers have an exciting and rewarding outdoor job that demands strength, character, and a high degree of self-motivation. Anyone pursuing a career as a Conservation Enforcement Officer must:

- **Have a high school diploma (college preferred)**
- **Be in good physical condition**
- **Pass an in-depth background investigation**
- **Qualify to be certified as a law enforcement officer by the Alabama Peace Officers Standards and Training Commission.**

The Fisheries Section utilizes professional and technical personnel. Fisheries biologists study the life history and population dynamics of fish, propagate various species of hatchery fish, comment on environment projects, and provide input for the management of Alabama fish populations. All fisheries biologist positions require the completion of bachelor's degree. A master's degree is preferred for certain positions.

Technical personnel assist biologists in the performance of a variety of duties. Some positions require a specialized knowledge or skill such as a working knowledge of biology, fish identification and life history; or the use of certain type of scientific equipment and operation of boats, tractors, and other medium-to-heavy equipment. Many positions within this classification also require the physical ability to perform manual tasks, under field conditions, that are required to meet management and research objectives.

The Wildlife Section maintains a staff of professional and technical personnel whose duties include:

- **The study of life history and population dynamics of wildlife**
 - **Technical assistance to private landowners and government agencies**
 - **Re-establishment of wildlife species**
 - **Inspecting and commenting on projects affecting the environment**
 - **Providing public hunting and related outdoor recreation on wildlife management areas**
- All wildlife biologist positions require the completion of a bachelor's degree in wildlife science. A master's degree is preferred for certain positions.
 - Biologists are assisted by biologist aides or technicians whose qualifications differ according to each position.



State of Alabama

Personnel Classifications

| Class | Class Code |
|-------------------------------------|-------------------|
| Clerical Aide | 10103 |
| Clerk | 10121 |
| Administrative Support Assistant I | 10196 |
| Data Entry Operator | 10410 |
| Distributed Systems Technician I-II | 10441-10442 |
| Distributed Systems Specialist | 10443 |
| Account Clerk | 10601 |
| Accounting Technician I-II | 10603-10604 |
| Accountant I-II | 10611-10613 |
| Auditor I-II | 10635-10637 |
| Design Assistant | 20103 |
| Design Technician | 20104 |
| Design Technician Supervisor | 20105 |
| Professional Land Surveyor I-III | 20403-20404 |
| Land Surveyor Technician | 20405 |
| Land Surveyor Assistant | 20409 |
| Architect I-II | 20410-20411 |
| Graduate Engineer | 20425 |
| Graduate Civil Engineer | 20430 |
| Professional Civil Engineer I | 20433 |
| Construction Inspector I | 21003 |
| Conservation Engineer I | 21005 |
| Landscape Architect | 21051 |

| Class | Class Code |
|---|-------------------|
| Radio Operator | 21110 |
| Natural Resources Planner I-II | 21241-21242 |
| Lands Inspector Trainee | 70509 |
| Lands Inspector | 70510 |
| Lands Inspector Supervisor | 70512 |
| Parks Worker | 70610 |
| Resort Worker | 70620 |
| Park Ranger I-II | 70631-70632 |
| Park Naturalist | 70637 |
| Park Manager I-II | 70661-70662 |
| Biologist Aide I-II | 70705 |
| Biologist I-V | 70721-70725 |
| Conservation Enforcement Officer | 70801 |
| Resort Kitchen Manager I-II | 80335-80336 |
| Laborer | 90101 |
| Utility Laborer | 90103 |
| Golf Course Maintenance Worker I-II | 90417-90148 |
| Golf Course Maintenance Superintendent I-II | 90149-90150 |
| Maintenance Repairer | 90501 |
| Heating & Air Conditioning Technician I | 90507 |
| Building Maintenance Supervisor I | 90554 |
| Carpenter | 90570 |
| Plant Maintenance Supervisor I-III | 90597-90599 |

These employee's duties vary greatly depending on the project or area assigned.

ALABAMA DEPARTMENT OF CONSERVATION
RECRUITMENT FOLLOW-UP
AN EQUAL OPPORTUNITY EMPLOYER

POSITION YOU ARE APPLYING FOR:

Code

Option

Full Name

First

Middle

Last

Address

House or Apartment Number

Street

City

State

County

Zip Code

Telephone Number:

Home ()

Area Code

Work ()

Area Code

THE FOLLOWING INFORMATION IS REQUIRED FOR GOVERNMENTAL REPORTING OR RECORD KEEPING PURPOSES:

Date of Birth

Month Day Year

Sex (check one) 1. () Male 2. () Female

Race (check one) 1. () White 2. () Black 3. () Hispanic 4. () Asian or Pacific Islander 5. () American Indian or Alaskan Native 6. () Other

EDUCATION:

CIRCLE OR BRACKET THE HIGHEST GRADE OF SHOOL COMPLETED.

High School Graduate or GED? () Yes () No 1 2 3 4 5 6 7 8 9 10 11 12

College: 1 2 3 Area of Study:

PLACE
POSTAGE
HERE

ALABAMA DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES
64 NORTH UNION STREET
MONTGOMERY, AL 36130